

5 October 1979

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MEMORANDUM FOR: Deputy Director for Science and Technology
Deputy Director for Operations
Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy to the DCI for Resource Management
Deputy to the DCI for Collection Tasking
General Counsel
Director, Equal Employment Opportunity
Director of Personnel

FROM: Deputy Director of Central Intelligence

SUBJECT: Conference to Discuss Senior Intelligence Service

1. As you know, we plan to hold an SIS Conference of Agency supergrades on Thursday, 18 October at 1500 hours in the Auditorium. All Agency personnel eligible for membership in the SIS have been asked to make a decision on whether to join the SIS by 1 November.

2. There are three primary objectives for this Conference. First, to explain to the supergrades the fundamental importance of the SIS concept to the Agency and to the individuals gathered; secondly, to explain the purposes, intent and philosophy of the SIS; and thirdly, to summarize quickly the design of the SIS system and answer any questions the audience may have.

3. A more detailed Agenda for the meeting is attached. I ask you each to be on the stage during the meeting and to join me in a panel format to answer questions from the floor and to help alleviate any concerns about SIS that may arise.


4. I have asked the Director of Personnel to review with us at least one day before the session, the status of SIS membership decisions, his planned presentation, key questions that have arisen and progress on other key aspects of the system, particularly Congressional pay decisions and design of the SIS Performance Appraisal System.

5. I know you will join with the DCI and me to assure that this unprecedented effort is launched with the full support and understanding of its importance to the future of this Agency. Your advice and support during the SIS policy discussions and in the actual design of the SIS system is greatly appreciated.

STATINTL


Frank C. Carlucci

Attachment:
Agenda

cc: DCI
SA/DDCI 

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PRELIMINARY AGENDA
SENIOR INTELLIGENCE SERVICE CONFERENCE
Thursday, 18 October, 1500 hours
Auditorium

1500-1505	<u>Opening Comments - DDCI</u>
1505-1515	<u>DCI Introductory Remarks on</u> purposes, objectives, philosophy and policy aspects of SIS
1515-1535	<u>Director of Personnel briefing on</u> salient features of SIS including: <ul style="list-style-type: none">◦ Summary of overall design of SIS◦ Initial Conversion - Benefits◦ Performance Appraisal - Advanced Work Plan◦ Bonus/Award Formulas
1535-1540	DDCI summarizes key points, discusses briefly criteria he is considering for distribution of awards
1540-1600	DDCI and Panel of key officials answer/discuss questions from the floor
	DDCI wraps up presentation
1600	DDCI Adjourns meeting